

TOWN OF MANCHESTER

JOB DESCRIPTION FORM

Date: August 22, 2016

Title: Dept. of Public Works Associate

Department: Dept. of Public Works

Supervisor: Jeff Williams

Employee:

General Summary

Under the direction of the Department of Public Works Director, and Highway Foreman or Facilities and Park Manager, the Department of Public Works Associate is responsible for maintenance, repairs, and operation associated with Town-owned roads and highways and associated rights of way, bridges and culverts, and sidewalks, and the maintenance, repair and improvement of Town buildings, grounds and parks.

Knowledge, Skills and Abilities Required

- Knowledge of the maintenance, repair, operation and improvement of roads and highways and associated rights of way, bridges and culverts, and sidewalks, and the maintenance, repairs, improvements and operation of buildings, grounds, and parks.
- Knowledge of road and sidewalk maintenance, including snow and ice removal.
- Knowledge of OSHA and VOSHA rules and regulations and generally accepted safety practices.
- Ability to interact constructively with the public, building and road users.
- Valid Vermont CDL (Class B minimum), satisfactory driver's record, and ability to maintain license during employment.
- Ability and skill in operating heavy machinery, trucks and other equipment.
- High school diploma highly preferred.

Duties and Responsibilities

- Assist in the maintenance of town owned buildings.
- Assist in road resurfacing projects such as drainage and bridge construction.
- Remove snow and ice from Town owned highways, roads and sidewalks and parking lots.
- Adhere to Town policies adopted by Selectboard and Town Manager.
- Assist in the care of Town parks, grounds and trees.
- Respond to emergencies in Town buildings and on Town roadways, including holidays, weekends and nights, as necessary.
- Work cooperatively with Department of Public Works Employees to ensure the efficient and effective operation of Town government.
- Perform other related work assigned by the Department of Public Works Director.

Working Conditions

- While performing the duties of this job, the employee is regularly required to use and feel with hands to operate equipment. The employee is frequently required to sit, stand, walk, climb, kneel, stoop and bend. The employee is regularly required to lift up to 50 pounds, frequently required to lift up to 100 pounds, and occasionally required to lift over 100 pounds with assistance. Walking on uneven surfaces may be required. Specific vision abilities required by this job include close vision for inspection and repair work, as well as distance vision for evaluating objects at afar. The employee must have hearing acuity for various noises and pitches necessary to identify mechanical problems with equipment and vehicles. Physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme hot and severe cold weather.
- Duties require evening, night, weekend and holiday work; may require occasional respond to facility- or road-related emergencies.
- Position works 40 hours per week – generally, Monday through Friday, 6:00AM to 2:30PM with 30 minutes for lunch.
- Position is eligible for overtime pay, per the Town's Personnel Code and state and federal law.

Disclaimer

This job description is not intended to be an exhaustive list of any and all duties performed by the incumbent. Managers may use discretion when assigning duties to employees in order to ensure that the Department's responsibilities and duties are fulfilled. This document shall not be construed as an employment contract or agreement. All Town employees are considered employees at-will.

Approvals

Department Head

Date

Town Manager

Date

Employee

Date